

## Request for Retirement Checklist

<b>I. SOLDIERS SECTION (completed by Applicant)</b>					
1. Name: (Last, First, M)		2. SSN:	3. Rank/Grade:	4. ETS:	5. Branch: (Officers Only)
6. # Dependents:	7. DOR: YYYYMMDD	8. Last Promotion Auth:	9. Email Address (AKO preferred)		
10. Current Address:		11. HOR Address (if diferent then #10):		12. PEBD: YYYYMMDD	
				13. MOB Site:	
14. H Phone #:	15. W. Phone #:	16. Previous UNIT UIC:	17. PMOS:	18. SMOS:	19. ADD MOS (ASI):
20. MOB end Dte:	21. DOB: YYYYMMDD	22. TOTAL AFS: <div style="text-align: center;">YEARS                      MONTHS</div>		24. Dte Last Physical Exam: YYYYMMDD	

  

<b>II. Required Documentation (Provided by Applicant to PERSCOM)</b>	
Type	Remarks
DA Form 4187 Requesting To Remain on AD	From soldier's unit To AHRC (AHRC-PDZ-RC) EAD Branch (RM 3N29) ATTN: SGT Hoh, 200 Stovall Street, Alexandria, VA 22315 PURPOSE: Request to Retire under USC 12686a. The following must on the 4187:  1. I am requesting to retire on AD AS PER 10 USC 12686a. I have or will reach 20 years of AFS on or about _____.  2. I did / did not receive a SSB or Separation pay from the RA. I understand that a prorated portion, to be determined by DFAS, will be recouped from my retirement pay.  3. I am requesting _____ days of terminal leave and a final retirement date of about _____.
DA 2A/2-1, ORB or ERB	Must be updated and signature must be current.
Curent MOB Orders	A copy of current mobilization orders and all amendments. (If retiring at the end of a mobilization)
NGB 23 or ARPC 249	Current NGB 23, Retirement Credits Record (National Guard), ARPC form 249, Cronological Statement of Retirement Points (Army Reserve) (to print a copy from the website go to <a href="https://www.2xcitizen.usar.army.mil/">https://www.2xcitizen.usar.army.mil/</a> ).
Copy of all DD214	Certificate of Release or Discharge from Active Duty (must be legible or attach a memo certifiing the ureadable information)
DA Form 1059	From Last NCOES Completed. (E7-E9 Only)
Promotion Order	Last Promotion Order (E7-and Up)
Enlistment Contract	Most Recent Enlistment Contract (Enlisted ONLY)
Additional proof of AD	Orders or anything else that helps support Proof of AD that are not listed on the DD214s already attached. If possible a completed DA Form 1506 computing AFS.

Soldier must fax all required documentation and cover sheet to  
 RC SPT SVC DIV at (703) 325-4838 DSN 221.  
 Call (703) 325-9094 to confirm reciept once faxed.